**Sending an E-mail to the Club**

Go to E-mail Message Centre and choose “**compose new e-mail**” which is yellow tab on top right-hand side.

1. Select recipients (on left) – usually choose the top two – active & honorary **and** other users (includes students) but there are also custom lists available
2. Subject line and body of e-mail. You can cut and paste from a word documents here; change font, colours, etc.
3. Attachments – if you have them, this is where you attach them
4. Options/Send: do you want to see a copy of the distribution list and/or do you want a copy of the e-mail to be sent to you?
5. Schedule time/date to send. If you leave this blank, the message is sent immediately.

**Setting Up A New Event**

Go to Edit Events 2.0 and choose “**create a new event**” which is blue tab on top right- hand side.

1. Fill in all event details; name, time, where, etc
2. Do you want people to register – **choose yes or no**. This is important!
3. Choose “**yes**” for homepage, calendar, event list, bulletin, and map and choose “**no**” for District calendar
4. **Save**
5. Next page allows you to send an e-mail invitation. **If you selected “yes” for registration**, recipients will get the attend or decline option. If you selected “no” for registration, recipients will get a general e-mail invitation but will not be able to register for event.
6. Follow instructions above for composing the e-mail invitation.

If you have any questions or any trouble, please contact me.

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